5/6/01-5/13/01

# summer openings:

**Summer Director**- supervise summer staff, make schedules, payroll, must have water safety/lifeguard certification. CPR and First Aid training.

Starting salary \$26.03

**Lifeguard** - must have water safety/lifeguard certification, CPR and First Aid training. Assist with beach patrons, ensure that proper beach and safety regulations are followed.

Starting salary \$19.94

**Swim Instructor**- responsible for scheduling, planning, and teaching Red Cross certified swim program for children in levels beginner through advanced, and junior life saving. Record keeping and testing related to lessons. Must have current Red Cross Water Safety Instruction certification, CPR and First Aid training.

Starting salary \$19.94

**Parking Lot Attendant-** ensure cars entering the lot or parking in designated areas have a valid sticker or pass.

Starting salary \$13.92

**Beach Sticker Seller-** responsible for organization and sale of beach stickers and passes for Lambert's Cove Beach. Responsible for tennis court reservations and sale of tennis keys. Collecting money and keeping accurate records of all sales.

Starting salary \$15.65

**Recreation Instructors** - must have basic knowledge of basketball and soccer skills and drills. Starting salary \$19.94

Limited positions available. Application can be found at Town Hall or <u>www.westtisbury.gov</u>. Application deadline is April 9, 2021. West Tisbury is an Equal Opportunity Employer.

# TOWN OF WEST TISBURY PERSONNEL BOARD

# JOB CERTIFICATION FORM

JOB TITLE:	Parking Attend
JOB CLASSIFICATION:	Parking Lot Attend
JOB ADVERTISED/POSTED (LIST DATES AND PLACES Attach copy of ad):	WTimes
APPLICATIONS RECEIVED: (Attach originals)	
APPLICANT SELECTED:  DOCUMENTATION OF REF (List references that were cont	
Official Start Date of Hire: STARTING SALARY: GRADE	6/15/21
APPROVED:	
CHAIR, PERSONNEL BOARD	<u>'</u> 'DATE

PB/Job certification form 11/192009

# TOWN OF WEST TISBURY

1059 STATE ROAD
P.O. BOX 278
WEST TISBURY, MA 02575
PERSONNEL BOARD
508-696-6404
PERSONNEL@WESTTISBURY-MA.GOV
www.westtisbury-ma.gov

An Equal Opportunity Employer

The Town of West Tisbury is an equal opportunity employer and does not discriminate against any applicant because of race, color, religion, sex, marital status, national origin, age, disability, sexual orientation, or any other class protected by federal, state, or local law. Any person who needs assistance in fully participating in the application process should contact the Town of West Tisbury Personnel Board.

A fully completed application is required for each position. Also, "see resume" is not acceptable in any field.

## I. Contact Information.

Name: Cata	Cosgrave		Date:	6/9/2	l
79 Fawnde Address (mailing) # an	ole Rd	Vh Ma	D 2.5 Zip Co		
19 Faunda Address (physical)	#and Street (603)	V h City an 346-5321	Ma d State	Zip Code	(a) owail
Telephone (home)		one (cell)	E-Mail Address		Go Janier 1
II. Position applying	g For (Please specify pos	ition title or job	category). <del>P</del> 2	or Kin	a lot
	out this position? <u></u>		Mouth		
Have you ever been o	employed by the Town of	West Tisbury Wi	hen? What depa	rtment?	····
III. Education	·		•		
School	Name, Address	s, City, State		Type of Degree	
High School	MY CHarte	-5 Scho		····	2 1 2 -
College				***************************************	į
Graduate School					: 
Trade, Business,	the 1884 throw the form that a tracker at the same at the content and the thrown as books as a contract to the	litar vilati kurit saka kenera keneraka kuri ken saka saka keneraka kenirakan kenirak	***************************************	r was reference ran a fee African est an fee en est that	į Į
night courses	:				:
Military Service,	C 4C * 5 (M + 1) M + 1, M	r SSSS y SSS with the Reservoir Reservoir Reservoir Reservoir Reservoir Reservoir Reservoir Reservoir Reservoir	Sant guide and which is a second control of the second	ygyman antir a vanaramaran yr an ar	
Other Training			4		

COM

IV. Licenses (Please list all licenses seek). A valid license is a condition			n you
Do you have a valid driver's license	? Yes <u>J</u> /No if	yes, enter expiration date	e <u>03</u> /03/2026
What other valid licenses or certific			, .
V. Office Skills (If applicable). Check the column that you feel b		<del>-</del>	
Skill	Basic Level	Advanced Level	A CANADA
Knowledge of Word Processing		¥	100.000
Knowledge of Spreadsheets		that also are a surface and a	Complete of
Knowledge of Dalabases		200-19-18-28-29-18-18-18-18-18-18-18-18-18-18-18-18-18-	
Automated Accounting System	STAN AND AND AND AND AND AND AND AND AND A		
Knowledge		TO THE STATE OF TH	······································
Bookkeeping Knowledge		000000 CONTROL OF STREET OF ST	
Typing/Keyboarding	19119 171 St. 1711-171 1711 1711 1711 1711 1711 1711	**************************************	**********
VI. Special Skills. Please list any	other skills or abil	ities you feel are relevant	
VII. Employment History. Please account for the last 4 positio employer. You may include militar intern or volunteer.			
May we contact your present emplo	oyer? Yes <u>↓</u>	No	

VII. Employment History (continued)  Chickey Alley	
	LAddress 39 Lagoon pond Vn Ma
Telephone (508) 693 227 Q	Title Cashier
Supervisor Jessica Tartell	· ·
Reason for Leaving Had 46 90 k	pack to school
Description of Primary Duties: Rang front, helped put merc	people up at the handice out.
Employer Sense of Wonder	Address 23 Grove Ave Vh Ma
Telephone (508) 693-3142	Title CIT
Supervisor Pam Benjamin	Dates Worked
Reason for Leaving Covid	
Description of Primary Duties: Helpe Ort related activities	d Kids engage in art
Employer	Address
Telephone	Title
Supervisor	Dates Worked
Reason for Leaving	
Description of Primary Duties:	

VIII. Professional References: (a minimum of 3 references is required.) List ONLY those individuals who we can contact, and who can attest to your professional abilities and work accomplishments. Do NOT include friends or relatives for whom you have not worked.

J254	orca Tartell	(646) 770-6414	Manager
Name	Address	Phone	Title d
m69	Benjamin	(508)560-3087	Owner
Name	Address	Phone	Title
Kim	o'callahan	(508) 693-9900	Teacher
Name	Address	Phone	Title
Name	Address	Phone	Title

**IX. Criminal History.** The Town of West Tisbury requires a Criminal Offense Record Inquiry (CORI check) on all prospective employees for certain positions.

# X. Employment of Minors.

The Town of West Tisbury is subject to certain child labor provisions regarding the employment of persons under the age of 18. Further, an Employment Permit or Educational Certificate may be required, depending on your age.

Are you under age 18? If yes, please indicate your age: 17

#### XI. Medical Information.

Some positions are conditional upon a physical and/or psychological examination, where required. This will be the case where satisfactory fitness to perform the essential duties of the position is a condition of employment. In such cases, an applicant may be given a "conditional offer of employment."

#### XII. Lie Detector Test.

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

### XIII. Signature.

CAREFULLY READ ALL PARTS OF THIS APPLICATION FORM BEFORE SIGNING.

- A. I understand that acceptance of this application by the Town of West Tisbury does not imply that I will be employed.
- B. The information that I have provided is true and complete. I understand that misrepresentation or omission of any fact in my application, resume, or in any other materials, or as provided during interviews, can be justification for refusal of employment or can be justification for termination from employment, if employed.
- C. I understand that during the pre-employment screening process the Town may contact my references, verify that I have a valid driver's license or certifications where required and, where appropriate and to the extent allowed by law, conduct a check of my criminal offender record.
- D. In processing my application for employment, the Town of West Tisbury may verify all of the information provided by me concerning, among other things, my prior employment or military record, education, character, general reputation and personal characteristics.
- E. I authorize the Town to take whatever steps deemed necessary to obtain information regarding my qualifications for employment including contacting my present and former employers, by contacting individuals listed as business, educational or personal references, and by contacting other individuals to provide or further clarify information about me.
- F. I hereby release my present and former employers and all individuals contacted for factual information about me from any and all liability for damages arising from furnishing the requested information.
- G. I understand that the Town of West Tisbury is an at-will employer. If employed, I understand that my employment may be terminated with or without cause at any time. This provision may not apply in the event I am a member of a bargaining unit and a collective bargaining agreement provides other criteria for discipline or discharge.

My signature certifies that I have read and agree with the above statement and all statements contained in this Application for Employment.

Applicant Name (Please Print) Catherine	Cosgrave
Applicant Signature CVCoq	7
Date: 6/8/21	

# TOWN OF WEST TISBURY PERSONNEL BOARD

# JOB CERTIFICATION FORM

JOB TITLE:	Parking Attend.
JOB CLASSIFICATION;	Parking Attend. Parking Lot Attend
JOB ADVERTISED/POSTED (LIST DATES AND PLACES Attach copy of ad):	MyTmes
APPLICATIONS RECEIVED: (Attach originals)	
APPLICANT SELECTED:  DOCUMENTATION OF REFI (List references that were conta	
-	
Official Start Date of Hire:  STARTING SALARY: GRADE	6/15/21 B STEP 4 RATE 15.44
APPROVED:	
CHAIR, PERSONNEL BOARD	DATE

PB/Job certification form 11/192009

# TOWN OF WEST TISBURY

1059 STATE ROAD
P.O. BOX 278
WEST TISBURY, MA 02575
PERSONNEL BOARD
508-696-6404
PERSONNEL@WESTTISBURY-MA.GOV
www.westtisbury-ma.gov

An Equal Opportunity Employer

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A fully completed application is required for each position. Also, "see resume" is not acceptable in any field.

## I. Contact Information.

Name: Tegan 1. 40	al Q			D	ate: 6/20	ilal	
P.O ROX IGHL	1,14 Fav	Way WT	MA		2515		
Address (mailing) # and S	street	City a	and State	Z	ip Code		
Address (physical)	#and Street	114-563-	City an	d State	Zip C Egavaga	Code, mallic	.0W1
Telephone (home)		Telephone (cel	11)	E-Mail Ad	dress		
II. Position applying F	for (Please spec	ify position tit	de or job	category).	Parkina	g Lot	Atlendan
How did you hear abou	t this position?	A Friend			•		<del></del>
Have you ever been em	ployed by the T	own of West T	isbury W	hen? What	department'	No	_
III. Education							
School	Name, A	Address, City,	State		Type of Degree		
High School	MVRH	15			Dogroo		
College		• • • • • • • • • • • • • • • • • • • •					
Graduate School	1						
Trade, Business,					and an Arman and Arman and and	4 44	
night courses				: 			
Military Service,	en e					; 1 ; 1	
Other Training						1	

Do you have a valid driver's licens	se? Yes <b>(</b> No) if y	es, enter expiration date _	
What other valid licenses or certif	icates do you possess	?	
	· · · · · · · · · · · · · · · · · · ·		F-11
V. Office Skills (If applicable).			
Check the column that you feel	best describes your	knowledge:	
Skill	Basic Level	Advanced Level	
Knowledge of Word Processing	J./	Travallou Boyor	
Cnowledge of Spreadsheets	$\sqrt{I}$		
Inowledge of Databases	√/		
utomated Accounting System	$\sqrt{f}$		
novelodao			
	······································		
Bookkeeping Knowledge	· · · · · · · · · · · · · · · · · · ·		
Knowledge Bookkeeping Knowledge Typing/Keyboarding	<u> </u>		
Bookkeeping Knowledge	<u> </u>		
Bookkeeping Knowledge Typing/Keyboarding VI. <b>Special Skills.</b> Please list any			
Bookkeeping Knowledge Typing/Keyboarding  VI. Special Skills. Please list any  I: AM Jery For	riliar With La	umberty cove and	
Sookkeeping Knowledge Typing/Keyboarding  VI. Special Skills. Please list any  I am Jery fun  the Surron ling Water	riliar With La	umberty cove and	· .
Bookkeeping Knowledge Typing/Keyboarding  VI. Special Skills. Please list any  I: AM Jery For	riliar With La	umberty cove and	·
Bookkeeping Knowledge Typing/Keyboarding  VI. Special Skills. Please list any I am legy for the Surronding Water	riliar With La	umberty cove and	
Bookkeeping Knowledge Typing/Keyboarding  VI. Special Skills. Please list any  I am lesy fam  the Surranding Water  Flexable.	riliar With La	umberty cove and	
Sookkeeping Knowledge Typing/Keyboarding  VI. Special Skills. Please list any  I am lesy fun  the surronding while  Flexable.	ailiar with La area. I live v	eny neur and am	
Typing/Keyboarding  VI. Special Skills. Please list any  I am lery fan  the surronding white  Flexible.  TI. Employment History.  lease account for the last 4 positi	ons you have held. S	tart with your present or la	st
Ookkeeping Knowledge Typing/Keyboarding  VI. Special Skills. Please list any  I am lety fam  the Surronding white  Flexable.  TI. Employment History.  lease account for the last 4 position and the surrounding white  mployer. You may include militate.	ons you have held. S	tart with your present or la	st
Sookkeeping Knowledge Typing/Keyboarding  VI. Special Skills. Please list any  I am lesy fam  the surronding white  Flexable.	ons you have held. S	tart with your present or la	st
TI. Employment History. lease account for the last 4 position modern.	cons you have held. Sory service and any ve	tart with your present or la	st

# VII. Employment History (continued)

Employer Agricultural Fair	Address				
Telephone	Title				
Supervisor	Dates Worked Summer 2018				
Reason for Leaving Temporary Do					
Description of Primary Duties: Entran	nce Attendant				
Employer Liz Davis	Address				
Telephone 508-397-0897	Title				
Supervisor	Dates Worked				
Reason for Leaving					
Description of Primary Duties: Babys	ifting				
Employer Boyle	Address				
Telephone 301 - 641 - 6859	Title				
Supervisor Mr. Boyle Reason for Leaving	Dates Worked				
Description of Primary Duties: Responsible on property after to	isible for watering mily left for the Iseason.				

VIII. Professional References: (a minimum of 3 references is required.) List ONLY those individuals who we can contact, and who can attest to your professional abilities and work accomplishments. Do NOT include friends or relatives for whom you have not worked.

Liz Davis		508-391-0892					
Name	Address	Phone	Title				
Name	Address	Phone	Title				
Name	Address	Phone	Title				
Name	Address	Phone	Title				

**IX.** Criminal History. The Town of West Tisbury requires a Criminal Offense Record Inquiry (CORl check) on all prospective employees for certain positions.

# X. Employment of Minors.

The Town of West Tisbury is subject to certain child labor provisions regarding the employment of persons under the age of 18. Further, an Employment Permit or Educational Certificate may be required, depending on your age.

Are you under age 18? If yes, please indicate your age: 14

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### XII. Lie Detector Test.

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- C. I understand that during the pre-employment screening process the Town may contact my references, verify that I have a valid driver's license or certifications where required and, where appropriate and to the extent allowed by law, conduct a check of my criminal offender record.
- D. In processing my application for employment, the Town of West Tisbury may verify all of the information provided by me concerning, among other things, my prior employment or military record, education, character, general reputation and personal characteristics.
- E. I authorize the Town to take whatever steps deemed necessary to obtain information regarding my qualifications for employment including contacting my present and former employers, by contacting individuals listed as business, educational or personal references, and by contacting other individuals to provide or further clarify information about me.
- F. I hereby release my present and former employers and all individuals contacted for factual information about me from any and all liability for damages arising from furnishing the requested information.
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My signature certifies that I have read and agree with the above statement and all statements contained in this Application for Employment.

	Applicant Name (P	lease Print)	Tegan	Gale			
	Applicant Signatur	e Tegor	regale_		*	<del> </del>	
	Date: <u>6/25/</u>	21					
I'n 1111	available	as of	6/28/2	l, wi	th	the exception	1 of

# TOWN OF WEST TISBURY PERSONNEL BOARD

JOB CERTIFICATION FORM

JOB TITLE:	Parking attendant
JOB CLASSIFICATION;	Parking Lot attentant
JOB ADVERTISED/POSTED (LIST DATES AND PLACES Attach copy of ad):	MN Times
APPLICATIONS RECEIVED: (Attach originals)	
APPLICANT SELECTED:  DOCUMENTATION OF REF  (List references that were contr	acted)
- Official Start Date of Hire:	Joe Schroeder
STARTING SALARY: GRADE	1 STEP 4 RATE 15.44
APPROVED:	
CHAIR, PERSONNEL BOARD	DATE

PB/Job certification form 11/192009

## TOWN OF WEST TISBURY

1059 STATE ROAD
P.O. BOX 278
WEST TISBURY, MA02575
PERSONNNEL BOARD
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PERSONNEL@WESTTISBURY-MA.GOV
www.westtisbury-ma.gov

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A fully completed application is required for each position. Also, "see resume" is not acceptable in any field.

Otis Forrester		6/14/21
Name		Date
Po 2542	VH, Ma.	02368
Address (mailing) # and Street	City'and State	Zip Code
18 old oklahoma Address (physical) #and Street	RO. UI-/ Ma. City and State	02-568 Zip Code
(508) 50 9085 Telephone (home)	(50% 571- 7744) Telephone (cell)	E-Mail Address
II. Position applying For (Please speci	ify position title or job categor	y). Gate Grand @
How did you hear about this position?	Joe Schroeder	
Have you ever been employed by the To	own of West Tisbury When? Wh	nat department?

I. Contact Information.

## III. Education

School	Name, Address, City, State	Type of Degree
High School	Tisbury Middle School	8th Grade
College		
Graduate School		
Trade, Business		
Night courses		
Military Service		
Other Training	The second secon	State of the second State

IV. Licenses (Please list all licenses you possess that are relative to the position you seek). A valid license is a condition of employment where required.

Do you have a valid driver's license? Yes/No X if yes	, enter expiration date
What other valid licenses or certificates do you possess?	Nove

# V. Office Skills (If applicable).

Check the column that you feel best describes your knowledge:

Skill	Basic Level	Advanced Level
Knowledge of Word Processing	X	
Knowledge of Spreadsheets		
Knowledge of Databases		
Automated Accounting System		
Knowledge		
Bookkeeping Knowledge		
Typing/Keyboarding	X	

VII. Employment History Please account for the last 4 positions you employer. You may include military servi	ı have held. Start ce and any verifi	with your present or last lable work performed as an
May we contact your present employer?	Yes	No
Employer First Job	Address	
Telephone	Title	
Supervisor	Dates Worke	d
Salary Received	Reason for L	eaving
	,	
Description of Primary Duties:		

# VII. Employment History (continued)

Employer	Address
Telephone	Title
Supervisor	Dates Worked
Salary Received	Reason for Leaving
Description of Primary Duties:	
Employer	Address
Telephone	Title
Supervisor	Dates Worked
Salary Received	Reason for Leaving
Salary Recorded	reason for Deaving
Description of Primary Duties:	

those individuals who we can contact, and who can attest to your professional abilities and work accomplishments. Do NOT include friends or relatives for whom you have not worked.

Susan Callan

Name

Address

Phone

Title

Cole Maciel - Wngate

Name

Address

Phone

Title

Address

Phone

Title

Title

VIII. Professional References: (a minimum of 3 references is required.) List ONLY

**IX. Criminal History.** The Town of West Tisbury requires a Criminal Offense Record Inquiry (CORl check) on all prospective employees for certain positions.

# X. Employment of Minors.

The Town of West Tisbury is subject to certain child labor provisions regarding the employment of persons under the age of 18. Further, an Employment Permit or Educational Certificate may be required, depending on your age.

Are you under age 18? If yes, please indicate your age: \_\_\_\_\_\_\_\_

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# XIII. Signature.

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- C. I understand that during the pre-employment screening process the Town may contact my references, verify that I have a valid driver's license or certifications where required and, where appropriate and to the extent allowed by law, conduct a check of my criminal offender record.
- D. In processing my application for employment, the Town of West Tisbury may verify all of the information provided by me concerning, among other things, my prior employment or military record, education, character, general reputation and personal characteristics.
- E. I authorize the Town to take whatever steps deemed necessary to obtain information regarding my qualifications for employment including contacting my present and former employers, by contacting individuals listed as business, educational or personal references, and by contacting other individuals to provide or further clarify information about me.
- F. I hereby release my present and former employers and all individuals contacted for factual information about me from any and all liability for damages arising from furnishing the requested information.
- G. I understand that the Town of West Tisbury is an at-will employer. If employed, I understand that my employment may be terminated with or without cause at any time. This provision may not apply in the event I am a member of a bargaining unit and a collective bargaining agreement provides other criteria for discipline or discharge.

My signature certifies that I have read and agree with the above statement and all statements contained in this Application for Employment.

Applicant Name (Please Print) Otis Forcester	<u></u>
Applicant Signature Atto Tanster	
Date: 6/14/2/	

# TOWN OF WEST TISBURY PERSONNEL BOARD

# JOB CERTIFICATION FORM

JOB TITLE:	Parking Attend
JOB CLASSIFICATION:	Parking Lot Atland
JOB ADVERTISED/POSTED (LIST DATES AND PLACES Attach copy of ad):	MV Times
APPLICATIONS RECEIVED: (Attach originals)	
APPLICANT SELECTED:	Emmett Silva
DOCUMENTATION OF REF. (List references that were contr	
Official Start Date of Hire:  STARTING SALARY: GRADE	6 15 21 2 STEP 4 RATE 15.44
APPROVED:	
CHAIR, PERSONNEL BOARD	DATE

PB/Job certification form 11/192009

# TOWN OF WEST TISBURY

P.O. BOX 278
WEST TISBURY, MA 02575
PERSONNEL BOARD
508-696-6404

PERSONNEL@WESTTISBURY-MA.GOV www.westtisbury-ma.gov

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A fully completed application is required for each position. Also, "see resume" is not acceptable in any field.

# I. Contact Information.

Name: Emmett Wildes	Silva	Date:	May 7, 2021
PO Box 1001, West Tis	sbury, MA 02575		
Address (mailing) # and 180 Plum Bush Point R	Street City oad, West Tisbury, MA 02575	y and State	Zip Code
Address (physical) 774-563-3066 Telephone (home)	#and Street <u>757-621-3840</u> 2 Telephone (c		Zip Code r ewildessilva@gmail.com Address
Beach Sticker Se	ng For (Please specify positional positional Parking Lot Attended out this position?		ry).
Ma	mployed by the Town of West	Tisbury When? Wha	at department?
III. Education			
School High School	Name, Address, City MVRHS	· ·	Type of Degree

Military Service		
IV. Licenses (Please list all licenses seek). A valid license is a conditi	• •	
Do you have a valid driver's license?	Yes/No <u>X</u> _ if y	es, enter expiration date
What other valid licenses or certificate	es do you possess?	
V. Office Skills (If applicable). Check the column that you feel bes	t describes your l	knowledge:
Skill	Basic Level	Advanced Level
Knowledge of Word Processing	X	
Knowledge of Spreadsheets	X	
Knowledge of Databases		
Automated Accounting System Knowledge		
Bookkeeping Knowledge		
Typing/Keyboarding	$\mathbf{X}_{1}$	
VI. Special Skills. Please list any of	her skills or abilition	es you feel are relevant:
VII. Employment History. Please account for the last 4 positions employer. You may include military intern or volunteer.		
May we contact your present employe	er? Yes	No

VIII. Professional References: (a minimum of 3 references is required.) List ONLY those individuals who we can contact, and who can attest to your professional abilities and work accomplishments. Do NOT include friends or relatives for whom you have not worked.

Name	Address	Phone	Title
Name	Address	Phone	Title
Name	Address	Phone	Title
Name	Address	Phone	Title

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Are you under age 18? If yes, please indicate your age: <u>14 – Birth Date is September 7</u>, 2006

### XI. Medical Information.

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It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

### XIII. Signature.

# TOWN OF WEST TISBURY PERSONNEL BOARD

# JOB CERTIFICATION FORM

JOB TITLE:	Basketball Inst
JOB CLASSIFICATION;	Recreation Instructor
JOB ADVERTISED/POSTED (LIST DATES AND PLACES Attach copy of ad):	M Times
APPLICATIONS RECEIVED: (Attach originals)	
APPLICANT SELECTED:  DOCUMENTATION OF REF (List references that were cont.)	Nater Story  ERENCE CHECKS:  acted)  Locker Room
Official Start Date of Hire: STARTING SALARY: GRADE	7/5/21
APPROVED:	
CHAIR, PERSONNEL BOARD/	DATE

PB/Job certification form 11/192009

# TOWN OF WEST TISBURY

1059 STATE ROAD P.O. BOX 278 WEST TISBURY, MA 02575 PERSONNEL BOARD 508-696-6404 PERSONNEL@WESTTISBURY-MA.GOV www.westtisbury-ma.gov

An Equal Opportunity Employer

The Town of West Tisbury is an equal opportunity employer and does not discriminate against any applicant because of race, color, religion, sex, marital status, national origin, age, disability, sexual orientation, or any other class protected by federal, state, or local law. Any person who needs assistance in fully participating in the application process should contact the Town of West Tisbury Personnel Board.

A fully completed application is required for each position. Also, "see resume" is not acceptable in any field.

# I. Contact Information.

Name: Mate	Story				Date:	(-3)	3_	
120 North	William	64.	Tisb u	11M, 117		1568	<u>'</u>	
Address (mailing), # a	ind Street		City and Stat	e II	Zip Co	ode		
10d 09	3001		Jak '	Bloffe	MA	015	+	
Address (physical)  Telephone (home)	#and Street		City 20-2444 ione (cell)	and State  hatester  E-Mai	y KOA I Addres	Zip Co Mail.66 s	ode M∕	
II. Position applyi	ng For (Please s	•					icker s	deller or
How did you hear a	about this positio	1?	oe Sh	skep 7,	U1			Recrea Instr
Have you ever beer $\mathcal{N}_{\$}$ ,	n employed by th	e Town of	West Tisbury	When? W	hat depa	ırtment?		- (Br
III. Education								
School	Nan	ne, Address	s, City, State			Type of Degree		
High School College	MNB	NS.				Ü		
Graduate School								
Trade, Business, night courses					p i			
Military Service,	i ee	•					:	
Other Training								

Recreation

Instructor

IV. Licenses (Please list all licenses seek). A valid license is a condition			ion you		
Do you have a valid driver's license	,	-	ate		
Do you have a valid driver 5 freelise	, 105_/110_ <u>4</u> _11	. yes, enter expiration a			
What other valid licenses or certificates do you possess?					
V. Office Skills (If applicable).					
Check the column that you feel b	est describes you	ır knowledge:			
Skill	Basic Level	Advanced Level			
Knowledge of Word Processing					
Knowledge of Spreadsheets	:				
Knowledge of Databases					
Automated Accounting System Knowledge					
Bookkeeping Knowledge					
Typing/Keyboarding			;		
VI. Special Skills. Please list any	other skills or abi	lities you feel are releva	ınt:		
Basketball player					
VII Employment History					
VII. Employment History. Please account for the last 4 positio employer. You may include militar intern or volunteer.	y service and any	verifiable work perform			
May we contact your present emplo	oyer? Yes <u>V</u>	No			

# VII. Employment History (continued)

Employer Qlex McClus Ke	y Address Lockerroom, Lineat Ave, OB
Telephone 174-563	3-8485 Title Store Assistant
Supervisor Hey Mullus	Key Dates Worked SUMMEr 2021/21
Reason for Leaving 5 till Wor	K there
Description of Primary Duties: Ca	shier, Stock Shelves, custamer
Employer	Address
Telephone	Title
Supervisor	Dates Worked
Reason for Leaving	
Description of Primary Duties:	
Employer	Address
Telephone	Title
Supervisor	Dates Worked
Reason for Leaving	
Description of Primary Duties:	

	complishments. Do NOT include frie	nds or relatives fo		
worked.  Alex	Mc Cluskey	774-563	3-8485 O.	wher/ The Locker Room
Name	Address	Phone	Title	The Locker
				Loom
Name	Address	Phone	Title	-
Name	Address	Phone	Title	_
I (MIII)	, radiood	*******		
Name	Address	Phone	Title	<u> </u>

**IX.** Criminal History. The Town of West Tisbury requires a Criminal Offense Record Inquiry (CORl check) on all prospective employees for certain positions.

VIII. Professional References: (a minimum of 3 references is required.) List ONLY those individuals who we can contact, and who can attest to your professional abilities

# X. Employment of Minors.

The Town of West Tisbury is subject to certain child labor provisions regarding the employment of persons under the age of 18. Further, an Employment Permit or Educational Certificate may be required, depending on your age.

Are you under age 18? If yes, please indicate your age: \_\_\_\_

#### XI. Medical Information.

Some positions are conditional upon a physical and/or psychological examination, where required. This will be the case where satisfactory fitness to perform the essential duties of the position is a condition of employment. In such cases, an applicant may be given a "conditional offer of employment."

### XII. Lie Detector Test.

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

# XIII. Signature.

CAREFULLY READ ALL PARTS OF THIS APPLICATION FORM BEFORE SIGNING.

- A. I understand that acceptance of this application by the Town of West Tisbury does not imply that I will be employed.
- B. The information that I have provided is true and complete. I understand that misrepresentation or omission of any fact in my application, resume, or in any other materials, or as provided during interviews, can be justification for refusal of employment or can be justification for termination from employment, if employed.
- C. I understand that during the pre-employment screening process the Town may contact my references, verify that I have a valid driver's license or certifications where required and, where appropriate and to the extent allowed by law, conduct a check of my criminal offender record.
- D. In processing my application for employment, the Town of West Tisbury may verify all of the information provided by me concerning, among other things, my prior employment or military record, education, character, general reputation and personal characteristics.
- E. I authorize the Town to take whatever steps deemed necessary to obtain information regarding my qualifications for employment including contacting my present and former employers, by contacting individuals listed as business, educational or personal references, and by contacting other individuals to provide or further clarify information about me.
- F. I hereby release my present and former employers and all individuals contacted for factual information about me from any and all liability for damages arising from furnishing the requested information.
- G. I understand that the Town of West Tisbury is an at-will employer. If employed, I understand that my employment may be terminated with or without cause at any time. This provision may not apply in the event I am a member of a bargaining unit and a collective bargaining agreement provides other criteria for discipline or discharge.

My signature certifies that I have read and agree with the above statement and all statements contained in this Application for Employment.

Applicant Name (Please Print) _	Note	24OL	
Applicant Signature	A Do		
Date: 6-24-21			

# TOWN OF WEST TISBURY PERSONNEL BOARD

# JOB CERTIFICATION FORM

JOB TITLE:	Basketball Inst.
JOB CLASSIFICATION;	Reweation Inst
JOB ADVERTISED/POSTED (LIST DATES AND PLACES Attach copy of ad):	MVTimes
APPLICATIONS RECEIVED: (Attach originals)	
APPLICANT SELECTED:	Cole Wingate
DOCUMENTATION OF REF (List references that were conta	ERENCE CHECKS:
- - -	John Custer
-	S. S.
Official Start Date of Hire:	
STARTING SALARY: GRADE	5 STEP 1 RATE 20.30
APPROVED:	
CHAIR, PERSONNEL BOARD	DATE

PB/Job certification form 11/192009

# TOWN OF WEST TISBURY

1059 STATE ROAD
P.O. BOX 278
WEST TISBURY, MA02575
PERSONNNEL BOARD
508-696-6404
PERSONNEL@WESTTISBURY-MA.GOV
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A fully completed application is required for each position. Also, "see resume" is not acceptable in any field.

I. Contact Information.	•	
Cole Maciel-Wingate	6/2	4/2021
Name	•	Date
P.O. Box 266 Vineyord Address (mailing) # and Street	Haven, MA City and State	<b>02568</b> Zip Code
14 Ook Avenue Viney Address (physical) #and Street	ord Hoven MA City and State	<b>02568</b> Zip Code
508-560-9199		Wingote 22@gmail.com E-Mail Address
Telephone (home)	Telephone (cell)	E-Mail Address
II. Position applying For (Please specify pos	ition title or job categor	ry). <u>Basketball</u> Instructor
How did you hear about this position?	Schroeder	
Have you ever been employed by the Town of	West Tishury When? W	hat denartment?
		2-Par 112211.

## III. Education

School	Name, Address, City, State	Type of Degree
High School	Martha's Vineyord Regional HS 100 Vineyord Hoven Edgartown Rd., OB, MA	Diploma
College	Quinniplac University 275 Mt Cormel Ave, Honden, CT	Bachelor's Business Management
Graduate School	•	
Trade, Business		
Night courses		
Military Service		
Other Training	and the second members of the companies	ante Mandre de La Maria de La La Laguer en missa de la Septe de partir paga paga paga de la Calenda

IV. Licenses (Please list all licenses you possess that are relative to the position you seek). A valid license is a condition of employment where required.

Do you have a valid driver's license? Yes // No if yes, enter expiration date
What other valid licenses or certificates do you possess? CPR, ConwSSion

# V. Office Skills (If applicable). Check the column that you feel best describes your knowledge:

Skill	Basic Level	Advanced Level
Knowledge of Word Processing	1	T BROOM THE COLOR OF THE COLOR
Knowledge of Spreadsheets		
Knowledge of Databases		
Automated Accounting System		The same of the sa
Knowledge	and the state of t	
Bookkeeping Knowledge	į	
Typing/Keyboarding		

VII. Employment History Please account for the last 4 positions you hemployer. You may include military service intern or volunteer.	e and any verifiable work performed as an
May we contact your present employer?	
Employer Tisbury Elementary	Address 40 West William Street Vineyord Hoven, MA
Telephone 508-696-6500	Title ESP & Head Basketball Gach
Supervisor John Wster	Dates Worked ESP: Full 2017 - Present Basketball Coach: Winter 2014 - Prese
Salary Received	Reason for Leaving
Description of Primary Duties: Helped	maintain a positive Learning
environment. Organized Basky drills during oractices. Listen	etball practices and facilitated ed to and helped resolve conflicts
between students/players	

# VII. Employment History (continued)

Employer	Address
Telephone	Title
Supervisor	Dates Worked
Salary Received	Reason for Leaving
Description of Primary Duties:	
Employer	Address
Telephone	Title
Supervisor	Dates Worked
Salary Received	Reason for Leaving
Description of Primary Duties:	

VIII. Professional References: (a minimum of 3 references is required.) List ONLY those individuals who we can contact, and who can attest to your professional abilities and work accomplishments. Do NOT include friends or relatives for whom you have not worked.

John Wster		508-560-25	49
Name	Address	Phone	Title
Todd Hollister		508-642-13	88
Name	Address	Phone	Title
Kevan Nichols		508-737-55	573
Name	Address	Phone	Title
Joe Schroeder		568-648-902	7
Name	Address	Phone	Title

**IX.** Criminal History. The Town of West Tisbury requires a Criminal Offense Record Inquiry (CORI check) on all prospective employees for certain positions.

# X. Employment of Minors.

The Town of West Tisbury is subject to certain child labor provisions regarding the employment of persons under the age of 18. Further, an Employment Permit or Educational Certificate may be required, depending on your age.

Are you under age 18? If yes, please indicate your age:	
---	--

#### XI. Medical Information.

Some positions are conditional upon a physical and/or psychological examination, where required. This will be the case where satisfactory fitness to perform the essential duties of the position is a condition of employment. In such cases, an applicant may be given a "conditional offer of employment."

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- C. I understand that during the pre-employment screening process the Town may contact my references, verify that I have a valid driver's license or certifications where required and, where appropriate and to the extent allowed by law, conduct a check of my criminal offender record.
- D. In processing my application for employment, the Town of West Tisbury may verify all of the information provided by me concerning, among other things, my prior employment or military record, education, character, general reputation and personal characteristics.
- E. I authorize the Town to take whatever steps deemed necessary to obtain information regarding my qualifications for employment including contacting my present and former employers, by contacting individuals listed as business, educational or personal references, and by contacting other individuals to provide or further clarify information about me.
- F. I hereby release my present and former employers and all individuals contacted for factual information about me from any and all liability for damages arising from furnishing the requested information.
- G. I understand that the Town of West Tisbury is an at-will employer. If employed, I understand that my employment may be terminated with or without cause at any time. This provision may not apply in the event I am a member of a bargaining unit and a collective bargaining agreement provides other criteria for discipline or discharge.

My signature certifies that I have read and agree with the above statement and all statements contained in this Application for Employment.

Applicant Name (Please Print)	cole	Maciel-Wingote	_
Applicant Signature	nante		
	0		
Date: $6/24/2021$			

# TOWN OF WEST TISBURY PERSONNEL BOARD

# JOB CERTIFICATION FORM

JOB TITLE:	Beach Sticker Seller
JOB CLASSIFICATION;	(1
JOB ADVERTISED/POSTED (LIST DATES AND PLACES Attach copy of ad):	MV Times
APPLICATIONS RECEIVED: (Attach originals)	
APPLICANT SELECTED:  DOCUMENTATION OF REFI (List references that were conta	
Official Start Date of Hire: STARTING SALARY: GRADE	1   21 3 STEP 1 RATE 15.93
APPROVED:	
CHAIR, PERSONNEL BOARD	DATE

PB/Job certification form 11/192009

## TOWN OF WEST TISBURY

1059 STATE ROAD
P.O. BOX 278
WEST TISBURY, MA 02575
PERSONNEL BOARD
508-696-6404
PERSONNEL@WESTTISBURY-MA.GOV
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A fully completed application is required for each position. Also, "see resume" is not acceptable in any field.

### I. Contact Information.

<sup>Namę:</sup> <b>M</b> ichael Tinus				Date 6/28/202	1
PO Box 1953		Edgartown MA 02539			
Address (mailing) # and	d Street (	City and State		Zip Code	_
1 Little Pond Ro	oad Oak Bl	luffs MA 0	2557		
Address (physical) 508 696-1	#and Street 508 685-7	988 city	and State Dassmar	Zip Code thasvineyard	gmail.com
Telephone (home)	Telephon	e (cell)	E-Mail	Address	
II. Position applying	g For (Please specify position	on title or jo	b category	). Beach St	<u>icker</u> Seller
How did you hear ab	out this position?	Joe Schor	rder		
Have you ever been	employed by the Town of W	est Tisbury	When? Wh	at department? W	T School instrumental teacher 1991-2006
III. Education					
School	Name, Address, O	City, State		Type of Degree	
High School	West Genesee, Camillus NY				
College	Ithaca College, Ithaca NY BA				
Graduate School	Michigan State, Lansing ,MI MA		MA	na de la companya de	
Trade, Business,		manicipality of the complete construction of the construction of t	***************************************	recognystrologogogocycycyng Cyrollingtroccial Thytochallaidd Allaid Allaid Annail Annail Annail Annail Annail	
night courses	en e				
Military Service,	<del></del>			A STATE OF THE PROPERTY OF THE	

Other Training

IV. Licenses (Please list all licenses seek). A valid license is a condition			
Do you have a valid driver's license? Yes x /No _ if yes, enter expiration date			
V. Office Skills (If applicable).			
Check the column that you feel be	est describes you	r knowledge:	
Skill	Basic Level	Advanced Level	
Knowledge of Word Processing			
Knowledge of Spreadsheets			
Knowledge of Databases			
Automated Accounting System			
Knowledge			
Bookkeeping Knowledge	aumanggan banan manamari o ana arasas ta sana arasat da sana arasat da cerembenta arasan, arberta da saber COV	mentrion de con finance casos a casos reference descosa usos receptos destributos co primero desenvalmente acrominante communicativo describido de construir de c	
Typing/Keyboarding			
Secretaria de Companya de Comp			
VI. Special Skills. Please list any o	other skills or abil	ities you feel are relevant:	
VII. Employment History. Please account for the last 4 position employer. You may include military intern or volunteer.			
May we contact your present emplo	yer? Yes X	No	

# VII. Employment History (continued)

Employer MVHS	Address
<u>Telephone</u> 508 693-1033	Tit <u>le</u> Music Director
Supervisor	Dates Worked 1991-2021
Reason for Leaving Retired	
Description of Primary Duties:	
Employer	Address
Telephone	Title
Supervisor	Dates Worked
Reason for Leaving	
Description of Primary Duties:	
•	
· · · · · · · · · · · · · · · · · · ·	
Employer	Address
Telephone	Title
Supervisor	Dates Worked
Reason for Leaving	
Description of Primary Duties:	
	***************************************

VIII. Professional References: (a minimum of 3 references is required.) List ONLY those individuals who we can contact, and who can attest to your professional abilities and work accomplishments. Do NOT include friends or relatives for whom you have not worked.

Name	Address	Phone	Title
Joe Schroeder		508 648-9027	WT PE Teacher
Name	Address	Phone	Title
Charlie Espesito		774 563-8214	Director of PAC MVRHS
Name	Address	Phone	Title
John Alaimo		508 693-5444	Musician
Name	Address	Phone	Title

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- C. I understand that during the pre-employment screening process the Town may contact my references, verify that I have a valid driver's license or certifications where required and, where appropriate and to the extent allowed by law, conduct a check of my criminal offender record.
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My signature certifies that I have read and agree with the above statement and all statements contained in this Application for Employment.

Applican	it Name (Ple	ase Print Michael J Tinus	
Applican	it Signature	Mu Ju	
Date:	628/21		

# TOWN OF WEST TISBURY PERSONNEL BOARD

# JOB CERTIFICATION FORM

JOB TITLE:	Beach Sticker Seller
JOB CLASSIFICATION;	( /
JOB ADVERTISED/POSTED (LIST DATES AND PLACES Attach copy of ad):	Motiones
APPLICATIONS RECEIVED: _(Attach originals)	
APPLICANT SELECTED:  DOCUMENTATION OF REFI (List references that were conta	
Official Start Date of Hire;  STARTING SALARY: GRADE	7   21 3 STEP / RATE 15.93
APPROVED:	
CHAIR, PERSONNEL BOARD/	DATE "

PB/Job certification form 11/192009